



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

#T2368 POLICE PROPERTY AND EVIDENCE CLERK

SALARY: \$2623 to \$3146, Monthly

APPLY: FIRST DATE: April 9, 2004

***LAST DATE: August 20, 2004**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as sufficient numbers of applicants have been processed. Future application filing periods may be announced.

NOTE: There are currently two vacancies available within the Police Department.

JOB REQUIREMENTS: The ideal candidate must possess **strong** qualifications in at least one of the requirements listed below.

1. Six months of full-time experience receiving, securing, storing, and releasing property and evidence **in the property room of a law enforcement agency or department.** -OR-
2. One year of full-time inventory control experience working in a warehouse environment, which must include receiving, storing and issuing items of inventory. -OR-
3. One year of full-time experience working in a retail sales environment (**EXCLUDING Food and/or Drink Establishments and Telemarketing**), which must include sales, stocking merchandise, customer service providing detailed information regarding company services, interpreting policies and procedures, and resolving customer complaints. **NOTE: Experience providing routine, general information, taking orders, directing telephone calls and walk-in-traffic is NOT qualifying.**

LICENSE: A valid California Class C Driver's License is required **at time of hire.**

DUTIES: Police Property and Evidence Clerks receive, record, classify and store various types of property that have been recovered, found, or turned in as evidence; maintain files and records regarding property in custody and its disposition; release property to be returned to rightful owners; maintain chain of custody records of evidence or property and possibly testify in court concerning the chain of custody records; oversee destruction of weapons or illicit drugs and materials; participate in the auction of unclaimed property; label and maintain weapons and other equipment for issue; drive vans, pickup trucks and stake bed trucks to transport property; maintain records in computer systems; and perform related duties as assigned.

NOTE: POLICE PROPERTY AND EVIDENCE CLERKS ARE REQUIRED TO:

1. Perform physical tasks including stooping, bending, squatting, reaching, twisting, climbing and walking in a warehouse setting, which includes exposure to sensitive Police materials.
2. Lift items weighing up to 50 pounds, climb inclined ladders to store materials, and drive various vehicles on a daily basis.
3. Depending on work location, work nights or unusual shifts for which an additional 5% salary may be paid.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials **only.**

SCREENING PROCESS: Each application will be screened for job-related qualifications. The city reserves the right to determine which applicants' backgrounds are most job-related and to place **only the most qualified** persons on the eligible lists for this position.

ELIGIBLE LISTS: Candidates who are most successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **nine months**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SMS/November 22, 2002/*Rev. 3 (07-09-04)/Class 1719

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER